

INCOMPLETE SUBMITTAL FORM

This form must be completed for all projects having incomplete plan or inadequate number of plan sets.

Project Name: _____ Plan Check No. _____

Project Address: _____

TO BE FILLED OUT BY BUILDING DIVISION STAFF

- ☐ Contract to validate submittal valuation not provided
- ☐ Inadequate number of plan sets are being submitted. _____ sets of complete plans are remaining to be submitted prior to the start of plan review.
- ☐ The plan sets being submitted are incomplete. The following information is lacking which must be provided prior to the start of plan review _____

- ☐ The following plan reviews are required, however, the applicant has decided not to make concurrent submittal for the following trades.

	Building	Plumbing	Mechanical	Electrical	Fire	Hazmat	Planning
Required (y/n)	_____	_____	_____	_____	_____	_____	_____
Submitted (y/n)	_____	_____	_____	_____	_____	_____	_____

Staff _____ Date _____

TO BE FILLED OUT BY APPLICANT

We understand that the City of San Jose strongly encourages coordinated and concurrent submittal, review, approval and permit issuance of Building, Plumbing, Mechanical and Electrical plans for projects requiring such reviews. This leads to time and cost savings for both approval and construction of the project. However, for reasons listed below, an incomplete plan check submittal is being made. **We understand that this plan check submittal may result in delays in plan check, permit issuance, inspection and construction completion, leading to additional costs.**

Reasons for incomplete plan submittal and anticipated date of completion of submittal: _____

Architect or engineer of record for the project has been retained to insure compliance with the Section 106.3.4 of the 1994 UBC which states: "Th architect or engineer of record shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building".

I understand and accept the above statements:

Architect or Engineer of Record's Name	License No.	Signature	Phone No.	Date
Applicant's Name	Title	Signature	Phone No.	Date
Owner/Facility Manager's Name	Title	Signature	Phone No.	Date

NOTE: If simultaneous plan check submittal is not being made, the Applicant may have to submit two (2) sets of Plumbing, Mechanical or Electrical plans for plan review prior to issuance of Plumbing, Mechanical or Electrical permits. In this case, allow an additional two to three weeks for small projects and four weeks for large projects to complete the initial checking of Plumbing, Mechanical or Electrical plans before issuance for these trades.